Welcome Packet

for Visiting Scholars & Visiting Students

2015
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Welcome Letter from the Director

Dear Visiting Scholar,

Welcome to the Safe Transportation Research and Education Center (SafeTREC) at the University of California, Berkeley!

SafeTREC is a University of California, Berkeley research center affiliated with the Institute of Transportation Studies and the School of Public Health. Our focus is on the reduction of traffic injuries in the United States and throughout the world. In the United States motor vehicle crashes are the number one cause of death for people aged 1-34 and a major cause of minor and debilitating injuries for all age groups. Around the world there are now more than 1.2 million fatalities and 50 million injuries per year related to traffic crashes. SafeTREC’s mission is the reduction of these fatalities and injuries through research, education, outreach, and community service.

In addition to our links to the Institute of Transportation Studies and School of Public Health, we have links to a number of other University units, including the Global Metropolitan Studies (GMS) program, the Volvo Center of Excellence for Future Urban Transport at UC Berkeley, the Transportation Sustainability Research Center (TSRC), and the University of California Transportation Center (UCTC). In addition, the campus and the surrounding community in the San Francisco Bay Area are homes to leading institutions in technology, energy research, public health, public policy, humanities and sustainable development. We encourage you to take advantage of such a rich set of resources.

We have prepared this information packet to facilitate your stay here at UCB. You will find information on library resources, computer resources, etc. Please do not hesitate to ask for assistance for any of these items. Please let us know the goals you have for your time here. We will try in every way to help facilitate those goals.

We thank you for decision to spend this time at SafeTREC working with our staff and students in the mission of reducing traffic fatalities and injuries around the world.

David Ragland

Director

Safe Transportation Research and Education Center (SafeTREC)
Global Road Safety Training Program

Under the Global Road Safety Program at UC Berkeley, the Visiting Scholars program values collaboration with academic scholars from around the world, and we have already hosted numerous students from various countries.

The visiting scholar will have direct access to our multi-disciplinary team of researchers within SafeTREC, opportunities for collaboration on research, and access to seminars and courses throughout the university. In order to consider your application, we need to evaluate whether UC Berkeley SafeTREC has an appropriate opening for a scholar with your background.
About SafeTREC

Introduction

SafeTREC is a University of California, Berkeley research center affiliated with the Institute of Transportation Studies and the School of Public Health. It is home to approximately 15 full-time staff and researchers and 10 student researchers at any given time. SafeTREC seeks and conducts externally supported research, provides educational courses through the Department of Civil Engineering and the School of Public Health, coordinates major transportation safety programs for the State of California through the Office of Traffic Safety, the California Highway Patrol, and Caltrans, and hosts community-based training programs.

SafeTREC’s research and education focus on a range of approaches to increase safety on our streets and highways. Some highlights of our work include:

- Research on how to enhance pedestrian safety, and how to apply best practices to educate communities about safety for pedestrians.
- Analysis of alcohol-involved (DUI) crashes in California and countermeasures to reduce their occurrence.
- Evaluation of railroad crossing crashes with recommendations for safety.
- Research on how to make future transportation investment decisions that will improve safety.
- Development of methods for correctly identifying sites needing safety improvements.
- Data analysis and mapping of crash information to inform investments in safety.

SafeTREC’s Mission

SafeTREC’s mission is the reduction of transportation-related injuries and fatalities through research, education, outreach, and community service. Motor vehicle crashes are the number one cause of death for people aged 1-34 in the US—and a major cause of minor and debilitating injuries for all age groups.

Contact Information

2614 Dwight Way
Berkeley CA 94720-7374
safetrec@berkeley.edu
Campus Shared Services (CSS) Follow-up Information for Visiting Scholars & Visiting Student Researchers

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*If you haven’t received your Employee ID number within 2 business days after you’ve completed Affiliate Paperwork, please call 510-664-9000 x3 or send an email to hrapcsshelp@berkeley.edu to follow-up.*

- **1A. University Fees**
  - You will be unable to obtain a Cal ID card if the University fees are not paid.

- **IB. Visa Fees**
  - If your faculty sponsor has asked that you reimburse them for your Visa fees (if applicable), then please provide them with a check made out to: UC Regents in the amount of $500.

- **IC. SafeTREC Administrative Fees**
  - SafeTREC requires fees for administrative services during your stay. Please provide SafeTREC with a check made out to: UC Regents in the amount of $2000.

- **2. Health Insurance Enrollment.**
  - All Visiting Scholars and Student with a visa are required to have health insurance that meets the J visa requirements during their stay in the U.S.
  - If you are bringing your own insurance from a private provider please provide proof of coverage to Garnet & Powers via phone 888-441-3719 or via email ucbsbp@garnett-powers.com.
  - You can purchase health insurance plans through Berkeley by visiting http://www.garnett-powers.com/academics/ucb/
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<td><strong>3. Obtain your Cal ID Card.</strong>&lt;br&gt;All Faculty, Staff, and Students are required to get a Cal ID Card.</td>
<td><strong>1.</strong> Visit the Cal ID Card office: 180 Cesar Chavez Center, Lower Sproul Plaza, Monday – Friday, 9:00 am – 4:30 pm, phone 510.643.6839&lt;br&gt;<strong>2.</strong> Present a government-issued ID (i.e. Driver’s License or Passport)&lt;br&gt;<strong>3.</strong> For more information on the Cal ID Card, please refer to: <a href="http://services.housing.berkeley.edu/clc/static/facstafffaqs.htm">http://services.housing.berkeley.edu/clc/static/facstafffaqs.htm</a></td>
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<td><strong>4. Create your CalNet ID and passphrase (password)</strong>&lt;br&gt;Your Calnet ID will be the first part of your email. (i.e., <a href="mailto:CalNetID@berkeley.edu">CalNetID@berkeley.edu</a>)</td>
<td><strong>1.</strong> Request a CalNet token from the Cal ID Card office.&lt;br&gt;<strong>2.</strong> You can also request the token from your department’s CalNet deputy (list of deputies <a href="https://calnet.berkeley.edu/services/deputies.html">https://calnet.berkeley.edu/services/deputies.html</a>)&lt;br&gt;<strong>3.</strong> After you obtain a CalNet token, visit <a href="https://net-auth.berkeley.edu/cgi-bin/CreateID">https://net-auth.berkeley.edu/cgi-bin/CreateID</a> to create a CalNet ID and create a passphrase.</td>
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1. Go to [https://calmail.berkeley.edu/](https://calmail.berkeley.edu/) and click on the "Create Account" link under the "Quick Links" section on the left.
2. Log in with your CalNet ID and passphrase.
3. Go to [https://calnet.berkeley.edu/](https://calnet.berkeley.edu/) and click on the "Synchronize CalNet passphrase" link on the left. Then click on “Synchronize Passphrase”, log in with your CalNet ID and passphrase, and then click “Authenticate”.
4. Go to [http://bmail.berkeley.edu](http://bmail.berkeley.edu) and login into your new email account.
5. If you would like to setup your bMail/bCal account on your smart phone, there are many knowledge base articles located at [https://kb.berkeley.edu/campus-shared-services/](https://kb.berkeley.edu/campus-shared-services/)
6. For questions related to setting up email accounts, signing into computers, etc., contact Campus Shared Services IT via phone at 510.664.9000 (Option 1), the web form at [https://shared-services-help.berkeley.edu/](https://shared-services-help.berkeley.edu/), or email at itcsshelp@berkeley.edu

- **5. Set Up your UC Berkeley email (bMail) and calendar (bCal) account.**
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- **6A. Visiting Scholars & Post Docs Affairs (VSPA)**
  - The Visiting Scholar and Postdoctoral Affairs (VSPA) Office offers a mandatory orientation for new Visiting and Postdoctoral Scholars. Included is a list of upcoming information meetings. Enrollment and attendance to this orientation is highly recommended.
  - You can find the schedule here: [http://vspa.berkeley.edu/postdoc-and-visiting-scholar-orientation](http://vspa.berkeley.edu/postdoc-and-visiting-scholar-orientation)
  - Please email VSPA@berkeley.edu with your name, date you would like to attend, department, telephone number, and email address where you can be contacted.
  - Next Orientation date is on: __________________________

- **6B. Scholar Information Meeting at International House. (Foreign Nationals Only)**
  - You are **required** to attend a meeting at the Berkeley International Office (BIO) to report your arrival in the US and validate your stay and visa. Refer to the schedule for meeting dates and times at: [http://internationaloffice.berkeley.edu/profs_researchers/scholar_information_meetings](http://internationaloffice.berkeley.edu/profs_researchers/scholar_information_meetings)
  - Next Orientation date is on: __________________________

- **7A. Stipend Recipients.**
  - If you are receiving a stipend you can make arrangements with your HR Administrator to complete the documents. Stipend recipients are required to obtain a U.S. Social Security Number, in order for the stipend to be processed. These stipends may be subject to U.S. tax laws.

- **7B. Social Security Number**
  - If you need to apply for a social security number, you may go to the Social Security Office and apply after you have been in the US for 10 days. When you are ready to apply for your Social Security Number, the closest office is located at: 2045 Allston Way (between Milvia St & Harold Way) Berkeley, CA 94704
  - You can go on (date): __________________________
## NEXT STEPS

(Note: You must first have an employee ID number to follow all the steps below.)

*If you haven’t received your Employee ID number within 2 business days after you’ve completed Affiliate Paperwork, please call 510-664-9000 x3 or send an email to hrapscsshelp@berkeley.edu to follow-up.*

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<td><strong>8. Sign up for WarnMe Emergency Alert Service.</strong></td>
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<td>WarnMe is UC Berkeley’s alerting and warning service. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community.</td>
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<tr>
<td>1. Log into the Blu portal at <a href="https://blu.berkeley.edu">https://blu.berkeley.edu</a></td>
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<tr>
<td>2. Sign in with your CalNet ID and passphrase.</td>
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<tr>
<td>3. In the Self Service area on the left side, click on WarnMe.</td>
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<tr>
<td>4. Enter your information.</td>
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<td><em>WarnMe can alert you by phone, text message or email. You choose the best way to be alerted.</em></td>
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<tr>
<td><strong>9. Parking &amp; Transportation.</strong></td>
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<td>If you are commuting by bike, car, or just walking to campus, this site provides the necessary information you need!</td>
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<tr>
<td>Please visit UC Berkeley Parking and Transportation website to review your options and plan your future parking and transportation needs: <a href="http://pt.berkeley.edu/">http://pt.berkeley.edu/</a></td>
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SafeTREC Follow-up Information for Visiting Scholars & Visiting Student Researchers

Welcome to SafeTREC! This follow-up information sheet is designed to help you obtain access to SafeTREC computer files and offices and to obtain information on what to do in the event of an emergency.

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<td>☐ 1. Obtain SafeTREC safety training &amp; SafeTREC building keys</td>
<td>Meet with Adrienne Moore in Room 108 (in SafeTREC) to obtain a key form and a Building Emergency Plan.</td>
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<tr>
<td>☐ 2. Set up your work station in SafeTREC</td>
<td>You will be informed of your work station when you obtain the building keys (Step 1). Contact Heidi Grant (Room 106) if you have any questions.</td>
</tr>
<tr>
<td>☐ 3. Obtain access to SafeTREC computer/drive(s)</td>
<td>Meet with Sang Hyouk Oum in Room 100, who will submit a “ticket” (request) to the Campus Shared Services IT section.</td>
</tr>
<tr>
<td>☐ 4. Congratulations! You are all set and enjoy your visiting in SafeTREC!</td>
<td>Please read carefully through the section of “SafeTREC Research &amp; Development Requirement for Visiting Scholars &amp; Visiting Student Researchers” to get well prepared for the challenges!</td>
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SafeTREC Research & Development Requirements for Visiting Scholars & Visiting Student Researchers

Self-Introduction Presentation
Visiting scholars and visiting student researchers are required to prepare a self-introduction presentation to be presented in person to the SafeTREC team. The content may include—but is not limited to: your educational background, the research you conducted at your home university, your study interests, collaboration and research support you can offer, and what you hope to gain from your time at SafeTREC. This is a good chance to let people in SafeTREC know you better.

This presentation should be prepared in English and presented during the first month of your stay. Once you are well prepared, please contact Yuanyuan Zhang (Room 111, yuanyuanzhang@berkeley.edu) to set up a meeting for your presentation.

SafeTREC Friday Seminars
Every Friday we host a seminar called SafeTREC-UCTC Seminar/Webinar. The seminar invites presenters from the campus, other universities, local agencies, and state government to present a one-hour talk on topics covering all aspects related to transportation safety. Visiting scholars and visiting students are required to attend the seminars and to present a one-hour talk at least once during their time at SafeTREC.

Projects
SafeTREC's research goal is to effectively utilize UC Berkeley's diverse community of experts in public health, transportation engineering and planning, vision, human factors, technology, and other disciplines to execute research projects that address traffic safety issues in California and beyond. Many of our research projects can be found through this link: http://safetrec.berkeley.edu/research-publications

Visiting scholars and visiting student researchers are required to be involved in one of our projects. You will meet with your mentor during the first month of your stay and will determine together which project you will work on.
Meeting with Mentors

Visiting scholars and visiting students should set up a weekly or monthly meeting with the mentor to report and discuss your research. You should draft a study plan and revise it with your mentor at the beginning, then follow your plan and keep the study work tracked.

Publications and Conferences

Visiting scholars and visiting student researchers are encouraged to finish at least one research paper with the research team at SafeTREC, and to submit the manuscript to journals or the Transportation Research Board (TRB).

Before Leaving SafeTREC

Before you leave SafeTREC, please complete your evaluation with your mentor, and present the work you conducted at SafeTREC during the Friday Seminars. Please don’t forget to return the SafeTREC keys to Adrienne Moore (Room 108). Thanks!
Useful websites

University links:

Visiting Scholar and Postdoc Affairs: http://vspa.berkeley.edu/

Campus Shared Services: http://sharedservices.berkeley.edu/

International House (VISA related information): http://ihouse.berkeley.edu/

Follow SafeTREC through media communication tools:

SafeTREC homepage: http://safetrec.berkeley.edu/

Twitter: Follow @UCBSafeTREC